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Proposed Unit - Plot B
Crosland Road / Lindley Moor Road, Huddersfield

Travel Plan

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Acknowledgements:

The TRICS database has been used in this report to assess trip rates for the proposed use and then calculate traffic generations.

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1 Executive Summary

1.1 This Travel Plan seeks to encourage staff and visitors of the proposed employment unit (Plot B) located off Crosland Road, Lindley, Huddersfield to use alternative sustainable means of travel instead of single occupancy car trips.

1.2 This Travel Plan has been prepared with reference to the Interim Travel Plan prepared for Plot B with regard to outline planning consent Ref (2014/62/93136/W).

1.3 The key actions arising from this plan are:-

a) A Travel Plan Coordinator will be appointed by the Occupier whose details will be provided to the Council within 1 month of first occupation. The Travel Plan Coordinator (TPC) will be appointed to undertake the specific tasks outlined in this Travel Plan. A TPC will be appointed for the lifetime of occupation by the Occupier and will also liaise with other TPC's around the site.

b) The TPC will undertake a travel survey of employees within 3 months of full occupation to establish travel patterns and supply the results to Kirklees Metropolitan Borough Council. Employees will be provided with a staff travel information pack.

c) This Travel Plan will aim to reduce single occupancy peak hour vehicle trips by 10% from the surveyed modal split percentage over a five year period after full occupation of the building.

d) Monitoring by modal split travel surveys will be undertaken annually in March to coincide with the West Yorkshire Travel Plan Network 'snap shot' survey and provide a uniform date for the future annual surveys and review of the individual Travel Plans for the three plots. The results of the surveys will be provided to the Local Planning Authority within one month of the completion of each survey.

2 Introduction

2.1 Sanderson Associates have been appointed by the Developer, Stirling Scotfield (Huddersfield) LLP to advise on traffic and transportation issues relating to the development of land for a new employment unit (Plot B) located off Crosland Road, Lindley, Huddersfield. The employment unit would be developed for planning use class B2. The location of the development is shown in **Figure 1 (Appendix A)** together with **Figure 2** showing the wider relationship to the highway network.

2.2 The Reserved Matters application proposals for Plot B consists of B2 development comprising a building of 18,715sqft (1,739sqm) inclusive of internal ancillary offices, car parking and a large surfaced area for storing trailers and lorries as part of the occupiers business. The overall size of plot B is approximately 4.2 acres with access from Crosland Road. The approved outline proposals scheme (Plots A, B and C) for mixed uses consisted of B2/B8 employment uses on Plot A including two units, one being 100,000sqft (9,290sqm) and the second a building of 60,000sqft (5574sqm). The total floor area on Plot A was 160,000sft (14,864sqm). Plot B included a further B2/B8 unit of 50,000 sqft (4,645 sqm) and Plot C residential development (253 units). The overall outline development proposals encompassed the formation of new accesses off Lindley Moor Road and Crosland Road to serve the three elements on Plots A, B and C.

2.3 The outline development site is allocated under Policy B8.1 in conjunction with residential allocation reference H8.17 located off Weatherhill Road/Cowrakes Road, Lindley. The footnotes accompanying the policy link the site directly to the residential allocation H8.17 which is located to the south east of Plot B and under construction.

2.4 A Transport Assessment was prepared for the overall outline development proposals together with an Interim Travel Plan for Plot B and Travel Plans for Plots A and C.

2.5 Crosland Road will be improved and provided with a footway and kerbing on the west side to join with the existing provision to the south opposite Romsey Close. There are also proposals to signalise the Lindley Moor Road / Crosland Road junction, and to reduce the speed limit on Crosland Road to 30 mph from 60mph and also along Lindley Moor Road from 50mph to 40mph. Details for the surrounding highway improvements have been submitted to the Council as Highway Authority as part of a Section 278 Agreement which include the access to plot B.

2.6 In addition to the Plot B proposals, significant improvements to the local pedestrian and cycle facilities along Lindley Moor Road and Crosland Road are also envisaged as part of the other consented developments on the employment and residential allocations.

2.7 This Travel Plan will be issued, at an early stage, to the company (MAC'S Trucks) occupying Plot B to ensure they are aware of the targets, objectives and responsibilities that are entailed in providing a robust, bespoke Travel Plan.

2.8 A person for Plot B will be nominated as a Company Travel Plan Co-ordinator for to work in conjunction with the Site Wide TPC and the other Company TPCs on other plots who will be in place for the life time of occupation of the unit. The Company TPC will promote effective initiatives to meet with the specified targets and objectives contained within the Travel Plan.

2.9 This Travel Plan sets out the facilities which will be incorporated into the Plot B development to encourage future occupiers to use sustainable transport along with initiatives that should be adopted by them in their Company Travel Plan.

3 Policy Context

3.1 National Policy

3.1.1 The publication of National Planning Policy Framework (NPPF) on 27 March 2012 provides the most up to date guidance on sustainable transport and its role within the planning system.

3.1.2 Section 4 of NPPF relates to Promoting Sustainable Transport at the key objectives which are pertinent to this development are set out below:

- Balancing the transport system in favour of sustainable transport modes, giving people a real choice about how they travel.
- Locating developments which generate significant movements in areas where the need to travel will be minimised and the use of sustainable transport modes can be maximised.
- Protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people.
- Promote a mix of uses to provide opportunities to undertake day-to-day activities on site by locating key facilities such as primary schools and local shops within walking distance of most properties.
- If setting parking standards LPA's should take into account, accessibility of the site; type, mix and use; availability of public transport; car ownership levels and an overall need to reduce the use of high-emission vehicles.

3.2 Local Policy

3.2.1 With respect to Local Policy the main sources of information that are relevant to this development proposal in terms of transport are set out in the West Yorkshire Local Transport Plan (WYLTP) and the Unitary Development Plan of Kirklees Council together with the emerging Local Development Plan. Each document has identified a number of key objectives which have been formulated to promote sustainable economic growth within the local area and the region as a whole.

3.3 WYLTP

3.3.1 This summary relates to the West Yorkshire Local Transport Plan 3 which provides objectives and targets for the next 15 years up until 2026. A 'vision statement' for transport in West Yorkshire has been developed:

"Working together to ensure that West Yorkshire's transport system connects people and places in ways that support the economy, the environment and quality of life"

3.3.2 In order for the Local Authorities to meet with this statement the following objectives are to be utilised:

- Economy: To improve connectivity to support economic activity and growth in West Yorkshire and the Leeds City Region.
- Low Carbon: To make substantial progress towards a low carbon, sustainable transport system for West Yorkshire, while recognising transport's contribution to national carbon reduction plans.
- Quality of Life: To enhance the quality of life of people living in, working in and visiting West Yorkshire.

2.2.4 From the strategy, six big ideas have been developed to help achieve the objectives listed above:

1. Enhance travel information
2. Fully integrate ticketing
3. Investment in low carbon modes of travel
4. A new approach to buses
5. Phasing in stronger demand management
6. New approach to network management

3.3.3 These 'big ideas' will be subject to extensive investment over the next 15 years, and works will be undertaken in the first 3 years to progress each of the ideas along

with the first objective which relates to the economy. This will help maintain and where possible enhance the existing infrastructure and local highway assets which represent half of the estimated budget allocated to the proposed Local Transport Plan. New developments will be expected to be located within sustainable areas which are accessible via public and active travel arrangements.

3.4 Kirklees Unitary Development Plan

3.4.1 The common themes of the Kirklees UDP can be summarised as follows:

- deliver a more sustainable transport system, with growth in the use of alternatives to the private car including bus and train use;
- provide improved accessibility to employment areas and key facilities;
- improve road safety and reduce road casualties;
- reduce vehicle emissions and improve air quality in those areas worst affected by pollution;
- improve journey safety and security;
- deliver better travel information through the use of modern technology;
- provide better facilities for pedestrians and cyclists; and
- improve the condition of the local highways and bridges.

4 The Development

4.1 Plot B (the site) covers approximately 4.2 acres of land, which is bound by Crosland Road to the east, Lindley Moor Road to the north, and a definitive public footpath (*Ref: HUD/408/10*) to the west.

4.2 The site is proposed to be occupied by MAC'S Trucks, who specialise in the sale of new and second hand HGV's, as well as providing other services including vehicle bodies, vehicle repair and conversion. The company has existing premise in Huddersfield approximately 3km to the south west of the application site at; 817-819 New Hey Road, Outlane, Huddersfield, West Yorkshire, HD3 3FG.

4.3 All staff from the existing site, which comprise of 20 workshop, 10 admin and 5 sales staff will transfer to the proposed site. No changes are proposed in regards to the operational / opening hours of the site, which can be summarised as follows;

- Workshop: 6am – 6pm, Monday – Friday. 6am – 12pm (noon) on Saturday.
- Admin: 9am – 5pm, Monday – Friday.
- Sales: 7am – 6pm, Monday – Friday, and Saturday mornings.

4.4 The application comprises a B2 employment building with ancillary office use, with an overall GFA of approximately 18,715sqft (1,739sqm). The site also provides 53 car parking spaces (including 3 disabled spaces) for staff and visitors, as well as 50 trailer parking spaces. Cycle parking for 12 cycles is shown on the architects plan. A copy of the proposed site layout is included at **Appendix B**.

4.5 The proposals include the formation of a new all-purpose access off Crosland Road with associated security gates and barriers, together with new footway / cycleway links. The proposed location of the access is approximately 260m south of the junction with Lindley Moor Road. Furthermore Crosland Road will be improved and provided with a footway and kerbing on the west side to join with the existing provision to the south opposite Romsey Close.

4.6 An existing Public Footpath runs south east to north-west along the western side of Plot B and is referenced by Kirklees Council as HUD/410/10. The footpath provides a link between Crosland Road and Lindley Moor Road and as part of the overall application proposals will be retained on its existing alignment, surfaced and upgraded to provide a combined bridleway/cycleway as part of the overall application proposals.

4.7 In addition to the Plot B proposals, significant improvements to the local pedestrian and cycle facilities along Lindley Moor Road and Crosland Road are also envisaged as part of other consented developments and also on the employment and residential allocations Public footpath Ref HUD/408/20 which runs through both the southern section of Employment Character Area 2 and the residential allocation H8.17 will be improved as part of the already consented residential proposals being implemented by Miller Homes. Furthermore, it is envisaged that improvements would be made to Public footpath Ref HUD/408/10 which runs through Employment Character Area 2 in an east - west orientation on the northern fringe of properties off Alderstone Rise.

5 Travel Plan Objectives and Targets

5.1 Travel Plan Objectives

5.1.1 Travel Plans exist to influence travel behaviour towards more sustainable methods of travel by using a mixture of increased transport opportunity, providing information, persuasion and incentive.

5.1.2 This Travel Plan contains appropriate measures to help improve the environment by reducing the number of trips made to and from the development by the private car. Realistic targets shall be set for the reduction of car-borne trips and a shift to more sustainable modes of transport.

5.1.3 The main objectives of the Travel Plan are as follows:

- To minimise single occupancy vehicle trips created by the site;
- To encourage staff and visitors to travel to and from the site via alternative means other than the car/single person car journey.
- To make staff aware of the benefits to be derived from the Travel Plan.

5.1.4 Specific actions to be achieved would be:-

- Travel Plan Coordinator to be appointed.
- Prepare travel information packs for staff including travel questionnaire and car sharing for use before occupation. A staff travel information pack is included at **Appendix C**.
- Ensure staff travel surveys are completed within 3 months of occupation.
- Investigate increased bus accessibility with WYMetro.
- Ensure that the premise have motorcycle and cycle parking facilities.

5.1.5 It is particularly important that staff are made aware of the sustainable transport alternatives that are available and of aspects of the site's infrastructure that have been designed to assist and encourage their use in order that positive benefit can be taken from these and so that the number of trips made by public transport, cycle

or walking are increased. This will be carried out by the provision of a Travel Information Pack for staff (see **Appendix C**).

5.1.6 By monitoring the effectiveness of the initial measures contained within the Company Travel Plan these shall evolve over time to ensure that targets set for modal shift are met.

5.1.7 This Travel Plan is an evolving document that will grow and develop with time. The Travel Plan will be updated at the time of each annual review to include the results of the travel surveys. Any alterations to the approved targets and measures contained within this Travel Plan should be agreed with the Steering Group, Highways Agency and the Local Planning Authority (Kirklees Council) prior to implementation.

5.2 Multimodal Assessment

5.2.1 In accordance with the Transport Assessment (reference 7038-001-03 and addendum ref 7038/006/01), produced in support of the outline planning application (LPA ref 2014/62/93136/W), the following section provides details of the multimodal split information which utilised data from within the TRICS 2011 (a) database, which was the latest data at the time of its production.

5.2.2 The following provides a summary of the range of multimodal two-way trip rates from TRICS along with the corresponding modal percentage split and generated trips for the application site floor area based on a B2 planning use class. The data has been split between AM and PM weekday peak periods. A separate 24 hour modal trip rate has also been provided.

Industrial Estate 18,715sqft (1,739sqm)			
	2 Way Trip Rate per 100 sqm	**% Modal Split**	**Generation (people)**
AM Peak Hour Modal Split			
Pedestrians	0.025	3.0%	1
Cyclists	0.005	0.6%	0
Public Transport Users	0.004	0.4%	0
Vehicle Occupants	0.813	96.0%	14
Total People Trips	0.849	100.0%	15
PM Peak Hour Modal Split			
Pedestrians	0.018	3.0%	0
Cyclists	0.008	1.4%	0
Public Transport Users	0.001	0.2%	0
Vehicle Occupants	0.559	95.4%	10
Total People Trips	0.587	100.0%	10
24 Hour Modal Split			
Pedestrians	0.289	3.2%	5
Cyclists	0.074	0.8%	1
Public Transport Users	0.020	0.2%	0
Vehicle Occupants	8.717	95.8%	152
Total People Trips	9.109	100.0%	158

Table 5.2.2(a) Multimodal Trip Rates and Percentage Split - B2 Use

5.2.3 As can be seen from the above, the predicted level of pedestrian, cyclist and public transport users are modest and it is considered that these can be readily accommodated within the existing infrastructure.

5.2.4 From the table above it can be seen that the proportion of vehicle occupants for the industrial B2 estate use is 96% in the AM peak, 95.4% PM peak and 95.8% over the day.

5.3 Travel Plan Targets

5.3.1 The Travel Plan shall aim to reduce singly occupancy peak hour vehicle trips by 10% over a five year period. As a result of reducing the number of trips made to and from the development by private car the objectives of easing congestion on the local network together with its associated environmental benefits will be achieved. The occupier will adopt the targets set out in this Travel Plan from

occupation. The table below provides a summary of the proposed targets split over a 5 year period from occupation.

Objective	Target	% Change
1. To reduce the frequency and impact of staff car travel	1a Reduction in the % proportion of singly occupied car trips.	10%
2.To increase site accessibility	2a Increase in the overall % proportion of sustainable / active travel	10%

Table 5.3.1: Travel Plan Targets

5.3.2 Until such time as the results of the individual staff travel surveys are known the Company TPC will base the Travel Plan initiatives on the multimodal assessment (96%) presented in Table 5.2.2 of this report.

5.3.3 Once the results of the surveys are available, the Company TPC will update their Travel Plan accordingly. Should the results indicate a significant improvement on the proposed targets then the Company TPC will seek to maintain and improve upon the results and will liaise with the Steering Group, Highways Agency and the Local Planning Authority (Kirklees Council) to discuss new potential targets.

5.3.4 All staff are to be made regularly aware of the measures included within the Travel Plan in order that positive benefit can be taken from these, so that the number of trips made by public passenger transport, cycle or walking are increased. Measures to promote marketing and staff awareness are contained within Section 6 of this report.

5.3.5 By annually monitoring the effectiveness of the initial measures contained within the Company Travel Plan, examples of good practice can be established and these can be refined over time to ensure that the targets set for modal shift are met.

5.3.6 If the targets identified are not met (once the travel surveys have been examined), the Company Travel Plan Co-ordinator will further promote and encourage sustainable modes of transport by use of ‘mailshots’ and advertising campaigns for example walk to work and national bike week.

5.3.7 A revised Action Plan will be prepared and agreed with the Steering Group and Local Planning Authority. The Action Plan will contain an annual program of measures designed to help achieve the Travel Plan targets on travel mode share. It will clearly set out the tasks involved, the person(s) responsible, and dates by which the measures will be achieved over the next 12 months.

6 Travel Plan Coordinator

6.1 It is essential that for a Travel Plan to work successfully that a person be appointed as a Travel Plan Co-ordinator. The Co-ordinator's duties will be to promote, coordinate, monitor and review the Travel Plan.

6.2 The occupier (MAC'S Trucks) of plot B will nominate a Company Travel Plan Co-ordinator. This person will have an overarching role in guiding and co-ordinating the travel plan initiatives for Plot B. The name and contact details of the Company Travel Plan Co-ordinator will be provided to Kirklees MDC within one month of appointment.

6.3 As part of the Travel Plan process for the overall site (Plots A, B and C), a Steering Group will be formed by representatives of the other developers on the UDP allocated sites to coordinate and assist in the implementation of travel plan initiatives throughout the wider employment and residential allocations. The Steering Group will be made up of Travel Plan Co-ordinators from each of the developments along with representatives from Kirklees Council, the Highways Agency and West Yorkshire Metro.

6.4 The developer of the overall site (Plots A, B and C) will appoint a SWTPC who will begin prior to occupation on Plots A, B and C and continue for up to 2 years after occupation of the Plots A and B. They will be responsible for reviewing how the three elements are progressing in terms of the implementation of the individual Travel Plans on an overall basis and monitoring the performance of the individual Travel Plans.

6.5 The name of the Company Travel Plan Co-ordinator will be provided to the Steering Group and Local Planning Authority to ensure contact can be made if needed about the implementation Travel Plan. The Company TPC will be responsible for reporting any amendments to the Site Wide TPC and Steering Group.

6.6 The appointed Company Travel Plan Co-ordinator will work together with the Site Wide TPC to ensure the successful implementation of their Company Travel Plan. Although the Site Wide TPC will not be based on site, bi-annual meetings with the appointed Company TPC's to discuss targets, progress and proposed initiatives will be organised. Further to this Company TPC's will have access to the Site Wide TPC via telephone and email when required and where appropriate further meetings can be organised to discuss any issues or significant alterations to the Travel Plan that requires action prior to the arranged bi-annual meetings and those with the Steering Group.

6.7 To distinguish between the roles of the Site Wide TPC and the Company Travel Plan Co-ordinator, the following table provides an overview of each role and their responsibilities:

Role	Responsibility	
A. Site Wide Travel Plan Co-ordinator:	1a	Advising on the most appropriate Travel Plan measures to meet with the Travel Plan targets and meet with Residential & Company TPC's to discuss the measures and also the Steering Group.
	2a	Discuss funding for the suggested measures by the Residential & Company TPC's.
	3a	Obtain individual company policies on travel related matters and those of the residential developers.
	4a	Liaise with the Residential & Company Travel Plan Co-ordinators to discuss the main targets and objectives of their Travel Plans, the proposed measures, performance, timescales of actions required and to obtain general feedback on the proposals.
	5a	Provide the Residential & Company TPC's with staff and residential travel survey details for initial occupation to establish the individual company and residential base line data.

	6a	Provide Residential & Company TPC's with travel information packs containing information on timetables, promotional offers, sustainable transport links to the site and details of the car share database
	7a	Inform the Residential & Company TPC's of upcoming meetings, issues arising from operation of the individual Travel Plans, any amendments to implemented measures, any discussions with the Steering Group, Council, Metro or Highways Agency and provide any feedback concerning the progress of the Travel Plans and the measures employed.
	8a	Keep in regular contact with Residential and Company TPC's to ensure they are content in their role and provide support if required to assist them in preparing their Travel Plans.
	9a	Disseminate an annual residential & staff travel survey during March of each year following initial occupation, to coincide with the West Yorkshire Travel Plan Network 'snapshot survey'. Arrange for annual traffic flow surveys (if needed) to and from the site and review the overall results of the Travel Plan surveys. The results should be collated and provided to the Steering Group for approval prior to submission to the Local Planning Authority within 3 months of the surveys.
B. Company Travel Plan Co-ordinator:	1b	Attend the planned meetings with Site Wide Travel Plan Co-ordinator.
	2b	Provide staff with travel to work information packs and other travel related information. Ensure copies are available and placed in a communal staff areas.
	3b	Inform staff members of Travel Plan measures and their role in achieving Travel Plan targets (this should be done on a regular basis).
	4b	Provide staff with any feedback received concerning amendments to Travel Plan measures and the progress of the Travel Plan (this should be done on a regular basis).

	5b	Provide all staff with a travel to work survey (initially provided by the Site Wide TPC) and ensure they are completed within 3 months of initial occupation. The completed survey information should be collated and provided to the Site Wide TPC within 1 month of the survey.
	6b	Any measures that require specific promotion with the business e.g. metro bus passes should be implemented by the Company TPC.
	7b	Liaise with the Site Wide Travel Plan Co-ordinator on a regular basis and provide feedback on progress and any issues that may occur. The Site Wide Travel Plan Co-ordinator will provide support where required and should be the first point of contact.
	8b	Ensure the annual surveys are disseminated to staff and completed within the allotted time scale specified by the Site Wide TPC.
	9b	Prepare the Company Travel Plan based on the Travel Plan and review on an annual basis.

Table 6.7: Main responsibilities of Site Wide TPC and Company Travel Plan Co-ordinator

6.8 Staff Travel Surveys shall be undertaken within 3 months of initial occupation of the unit to identify base line travel behaviour. The results shall be collated by the Company TPC and a copy of the results provided to the Site Wide TPC and also presented to the Steering Group for approval prior to submission to the Council.

6.9 The Staff Travel Surveys shall be conducted generally in accordance with the sample travel questionnaire (**Appendix D**) and Action Plan / End User Checklist contained at **Appendix E** to this Travel Plan.

6.10 The Company TPC shall consider the results of the survey and within 3 months of the initial survey update the update the Company Travel Plan and provide a revised copy to the Steering Group for approval prior to submission to the Local Planning Authority prior to its implementation.

6.11 An annual survey of the company will be carried out during March of each year to coincide with the West Yorkshire Travel Plan Network 'snap shot' survey and provide a uniform date to provide information for review of the Travel Plan. Travel Plan monitoring will continue annually for the lifetime of the occupation of the unit.

6.12 A written analysis of the survey results will be issued to the Steering Group for approval prior to submission to Kirklees Council and the Highways Agency. This will be undertaken within 1 month of the completion of the review which should be completed within 3 months of the annual surveys. When the unit is occupied the following formal monitoring schedule will be implemented in March each year including a review plan, annual travel surveys and monitoring of site traffic flows.

Base line survey - Upon full occupation of the unit.
Annual survey in March each year.
Travel Plan review - annually after the first March surveys.

7 Travel Plan Measures

7.1 To promote the use of sustainable alternatives the following elements have been considered:

- Public Transport, by bus or rail
- Walking
- Cycling
- Motorcycles/Mopeds
- Car/taxi sharing
- Car parking management
- Reducing the need to travel / Visitors
- Service Vehicles

7.2 Following the completion of the Staff Travel Survey the Company TPC will review the results and tailor the Travel Plan to reflect the needs of the company on Plot B. The Company Travel Plan will be dynamic in relation to the needs of the work force and of the occupying organisations circumstances as they may change.

7.3 The Company TPC will utilise the initiatives contained within this section to meet with the targets stipulated in Section 5.3 of this Plan which will be available from first occupation. As previously mentioned should the results indicate a significant improvement on the proposed targets then the Company TPC will seek to maintain and improve upon the results and will liaise with the Steering Group and Local Planning Authority to discuss new potential targets.

7.4 The occupying company will be encouraged to join the West Yorkshire Travel Plan Network where support and advice can be sought concerning green travel initiatives. Membership also provides employees with a 15% reduction on bus travel through the Corporate Metrocard Scheme. Further information on how to join and details of the benefits derived through membership can be found at http://www.wytravelplan.com/

7.5 A key aspect of delivering successful change is the provision of adequate and up to date information. If private car drivers are to be encouraged to either change their mode of travel or to participate in a car sharing scheme it is obvious that they need to be aware of the availability of these alternatives and updated on any changes or improvements. As part of the development proposals all new employees will receive a Travel Information Pack which provides information on the available bus, train, walking and cycling facilities in the area, as well as the contact details of the Company TPC. A sample copy of the Travel Information Pack can be found in **Appendix C**.

7.6 Bus facilities

7.6.1 Information about all available forms of public passenger transport including routes and destinations, service frequencies and locations of nearest stops shall be prominently displayed in communal staff areas. As mentioned previously it will be the responsibility of the Company TPC to provide up to date information to for staff.

7.6.2 Information will also be provided to advise staff of the savings that may be available by the purchase of season or monthly travel tickets. At present Metro offer a 15% corporate discount which will be advertised and promoted to the occupying businesses.

7.6.3 The closest bus stops (see **Figure 5**) to Plot B are located on Lindley Moor Road, approximately 650m northwest of the proposed access to Plot B which offers the E5 service. There are also bus stops along Crosland Road (south of Cowrakes Road) some 570m to 650m from the access to Plot B which offers the 377 and 378 services. Further stops are also located on Cowrakes Road approximately 645 to 670 m from the Plot B access which offers the 370 and 371 services. Furthermore bus stops on Weatherhill Road could be accessed through the Miller Homes residential allocation using the public footpath network which offers the 343 and 501 services.

7.6.4 The bus stops on Lindley Moor Road are unmarked in both directions. The bus stops on Crosland Road provide for a southbound shelter and a northbound pole. The bus stops on Cowrakes Road provide shelters in both directions. The bus stops on Weatherhill Road provide both north and southbound shelters with accompanying timetables and are located approximately 55m south of the existing public footpath (*Ref HUD/410/10*) which runs along the northern fringe of Alderstone Rise.

7.6.5 Details of the facilities provided at each of the stops identified above are indicated below.

Lindley Moor Road

Distance to stop:	Approximately 650m from the plot access
Direction of travel:	South-West
Facilities:	Not marked
Bus Services	E5

Distance to stop:	Approximately 650m from the plot access
Direction of travel:	North-East
Facilities:	Not marked
Bus Services	E5

Weatherhill Road

Distance to stop:	Approximately 575m from the plot access
Direction of travel:	North
Facilities:	Shelter, pole, timetable
Bus Services	343, 501

Distance to stop:	Approximately 565m from the plot access
Direction of travel:	South
Facilities:	Shelter, pole, timetable
Bus Services	343, 501

7.6.6 A summary of the existing available services from these stops is set out overleaf:-

Service No.	Operates Along:	Route	Frequency (mins)	
			Mon – Sat Daytime	Sundays & Evenings
E5	Lindley Moor Road	Elland - Blackley – Jagger Green - Elland – Elland	2 services	No Service
343	Weatherhill Road	Huddersfield - Marsh – HRI – Lindley – Blackley – Elland – Barkisland - Halifax	60	No Service
501	Weatherhill Road / Lindley Moor Road	Huddersfield – Marsh – Lindley – Ainley Top – Elland – West Vale - Halifax	No Service	60

Table 7.6.6 – Summary of Bus Services

7.6.7 As can be seen from the above there is an hourly service available at the Weatherhill Road stops.

7.6.8 There are a number of other bus stop facilities and main bus routes operating throughout the local area. These include Moor Hill Road / Cowrakes Road to the south of Plot B, Crosland Road (to the south of the Moor Hill Road / Cowrakes Road junction) and Laund Road (to the west of Crosland Road). A summary of these services is provided in the table below:-

Service No.	Operates Along:	Route	Frequency (mins)	
			Mon – Sat Daytime	Sundays & Evenings
377	Moor Hill Road, Crosland Road	Huddersfield – Marsh – Oakes – Outlane	60	No Service
378	Laund Road, Moor Hill Road, Crosland Road	Huddersfield – Marsh – Oakes – Lindley – Mount	60	No Service
370	Moor Hill Road, Cowrakes Road	Rawthorpe – Huddersfield – Lindley Circular	30	60
371	Moor Hill Road, Cowrakes Road	Dalton – Huddersfield – Lindley Circular	30	60

Table 7.6.8 – Summary of Further Bus Services

7.6.9 As can be seen from the table 7.6.8, service numbers 370 / 371 collectively provide a 15 minute frequency service available on Cowrakes Road / Moor Hill Road.

7.6.10 The Company Travel Plan Co-ordinator will advise staff that information is available via the internet and up to date bus timetables and a journey planner can be found at http://www.wymetro.com/BusTravel/ as well as http://www.yorkshiretravel.net/welcome.doa.

7.6.11 In addition to this the Company TPC will promote Metro's 'Now and Next' service. There are currently two main methods of retrieving this information – by text message, or online (including internet enabled smartphones). The following information has been taken from the Metro website for convenience.

Text Message

1. Create a text message, and simply enter the 8 digit bus stop number that you see on your bus stop. This number will start with 450.
2. Send the text to 63876
3. You will get a reply within about 30 seconds which will tell you the times for the next few buses from the stop you enquired about. Real time predictions are shown in minutes (e.g. 3 mins), and scheduled times are shown as a 24hr clock (e.g. 14:51.)
4. Further advanced features are available which allow users to obtain times for specific bus services, time for buses later the same day or time for specific bus services later the same day. Full details with troubleshooting and step by step instruction can be found at:-
http://www.wymetro.com/yournextbus

Internet and Internet enabled Smartphones

1. Go to www.wymetro.com and find 'Buses' on the left of the screen.
2. Enter the 8 digit bus stop number and choose 'Go'

3. A pop-up box will appear, giving you information about the next few departures from the stop you enquired about.

4. You can also navigate by using a map of West Yorkshire using the 'advanced search' selection and then selecting the particular bus stop you require.

5. Alternatively it is possible to call Metroline on 0113 245 7676 between the hours of 7am and 10pm for information about bus and train times, ticketing offers and concessionary travel.

6. If the network permits, staff will have access to the internet to check bus timetables and live departure and arrival times.

Proposed Initiatives

- The Travel Plan Coordinator will review on an annual basis the level of staff using public transport to travel to work and encourage the attractiveness of this activity.
- In order to encourage the use of the existing bus services it is proposed to prominently display route maps, timetables, plus ticket and special offer information in staff areas on notice boards. It will be the responsibility of the Travel Plan Coordinator to make sure the information is kept up to date and to promote the use of these services. West Yorkshire Metro offer a web site with journey planner and 'find my next bus services'. These are available at www.wymetro.com.
- Travel information packs will be prepared, and sent to visitors and others to further encourage use of buses. A sample staff travel information pack is included in **Appendix C**.

7.7 Access to rail facilities

7.7.1 The closest train station to Plot B is Huddersfield Railway Station, which is a fully staffed facility located approximately 5.4km to the south-east, and provides the following facilities. **Figure 6** shows the location of the railway station and bus station.

- Canopies and seating

- Car park with CCTV - 150 spaces
- Cycle racks - 24
- Newsagent
- Passenger information displays
- Public telephones
- Station buffet
- Taxi rank
- Ticket office
- Toilets
- Waiting rooms

7.7.2 The station is operated by both Northern Rail and First Trans Pennine and is serviced by the Caldervale, Huddersfield and Penistone Lines which provide numerous links to both local and main line destinations. A summary of the available destinations and frequencies are detailed below:

Caldervale Line (Operator: Northern)

Leeds - Bramley - New Pudsey - Bradford Interchange - Halifax - Brighouse - Huddersfield / Sowerby Bridge - Mytholmroyd - Hebden Bridge - Burnley - Preston - Blackpool North / Todmorden - Walsden - Rochdale - Manchester Victoria

Route	Frequency (minutes)		
	Monday - Saturday		Sunday
	Daytime	Evenings	Daytime
	(0800 - 1800)	(1800 - 2300)	(0900 - 2200)
Leeds - Bradford Interchange - Halifax - Huddersfield	60 mins	60 mins	120 mins

Huddersfield Line (Operators: First Trans Pennine Express and Northern)

Leeds - Cottingley - Morley - Batley - Dewsbury - Ravensthorpe / Wakefield Westgate - Wakefield Kirkgate - Mirfield - Deighton - Huddersfield - Slaithwaite - Marsden - Stalybridge - Manchester Victoria / Manchester Piccadilly - Manchester Airport / Warrington - Liverpool Lime Street

Route	Frequency (minutes)		
	Monday - Saturday		Sunday
	Daytime	Evenings	Daytime
	(0800 - 1800)	(1800 - 2300)	(0900 - 2200)
Leeds - Dewsbury - Mirfield - Huddersfield (local)	60 mins	60 mins	120 mins
Leeds - Huddersfield - Manchester Piccadilly (First TransPennine Express)	4 per hour	30 mins	20 mins
Wakefield Westgate - Wakefield Kirkgate - Mirfield - Huddersfield	60 mins	60 mins	No service
Huddersfield - Ashton-under-Lyne - Manchester Victoria	60 mins	60 mins	60 mins

First Trans Pennine Express services extend hourly from Manchester Piccadilly to Liverpool, and half-hourly to Manchester Airport.

Penistone Line (Operator: Northern)

Huddersfield - Lockwood - Berry Brow - Honley - Brockholes - Stocksmoor - Shepley - Denby Dale - Penistone - Barnsley - Meadowhall – Sheffield

Route	Frequency (minutes)		
	Monday - Saturday		Sunday
	Daytime	Evenings	Daytime
	(0800 - 1800)	(1800 - 2300)	(0900 - 2200)
Huddersfield - Denby Dale - Barnsley - Sheffield	60 mins	60 mins	60/120 mins

Summary of Approximate First and Last Train Times at Huddersfield Train Station				
Line	**Route**	**Mon - Fri**	**Saturday**	**Sunday**
Caldervale	Huddersfield - Leeds	0829-0008	0831-2359	1017-2304
	Leeds - Huddersfield	0729-2225	0729-2225	0829-2108
Huddersfield	Leeds - Manchester	0001-2355	0256-0010	0305-2320
	Manchester - Leeds	0012-2353	0009-2352	0025-2313
	Wakefield - Huddersfield	0659-2315	0803-2315	-
	Huddersfield - Wakefield	0532-2135	0637-2135	-
Penistone	Huddersfield - Sheffield	0610-2218	0610-2218	0919-1919
	Sheffield - Huddersfield	0649-2355	0749-2359	1053-2053

7.7.3 As can be seen from the above, there are numerous frequent and varied train services that allow access to the town centre. All bus services provide access into

the town centre and either stop at the bus station or adjacent to Huddersfield Railway Station. Huddersfield Bus Station is approximately 240m from the Train Station.

7.7.4 Up to date train timetables and a journey planner can also be found at http://www.wymetro.com/TrainTravel/

7.8 Walking

Existing Provision

7.8.1 Walking is an important mode of transport in the urban area; it can replace a large number of short car journeys which contribute to congestion and pollution, and the need for car parking. Walking is the most sustainable form of transport and provides one way of reducing pressure on the environment. People walking are also travelling at a pace that gives them a greater connection with their surroundings and can have positive benefits in relation to a community's security through increased surveillance.

7.8.2 Walking stimulates both personal health and the health of communities and local economies. Government health improvement advice states that just 30 minutes brisk walking 5 times a week can bring about significant reductions in the risk of coronary heart disease, high blood pressure and diabetes.

7.8.3 Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips in journeys under 2km. **Figure 3 (Appendix A)** provides a 2km walking radius from the site.

7.8.4 Amenities available within a 2km walking distance include:

- Sainsbury's (Salandine Nook)
- Fisheries
- Post Office

- Library
- Public Park
- Beauty Salon
- Barbers

7.8.5 Plot B is served by Crosland Road. Since the Plot B area of the application site is currently undeveloped there are no footways present along the southern flank of Lindley Moor Road (although there is one on the northern side) or along the western flank of Crosland Road although proposals for these form part of the overall proposals. The footway present along the entire northern flank of Lindley Moor Road provides a link between the Ainley Top Roundabout to the east and the New Hey Road Roundabout to the west.

7.8.6 A public footpath, Ref HUD/410/10, runs west to east through Character Area 2 connecting Crosland Road with Weatherhill Road. Weatherhill Road provides footways along both sides of the carriageway to the south which tie in with the wider local footway network. In addition to this public footpath Ref HUD/408/20 runs partially through the southern section of Employment Area 2 and also through the Miller Homes residential development and provides a further link between Crosland Road and Weatherhill Road. There are existing footways along the southern part of Crosland Road from Romsey Close to Cowrakes Road.

7.8.7 From Crosland Road and Weatherhill Road, access to Cowrakes Road can be gained, which provides access to well established residential areas and local services and facilities. Bus stops are located on both Cowrakes Road, Crosland Road (south of Cowrakes Road) and Weatherhill Road.

7.8.8 As part of the proposal an internal pedestrian route will be provided together with appropriate drop crossings and associated tactile paving.

7.8.9 The existing definitive public footpath Ref HUD/410/10 that runs diagonally from Crosland Road to Lindley More Road between Plots A and B will be surfaced and upgraded to provide a combined footway cycle facility. Signs will be introduced to ensure the footpath is easily identifiable. New footways will be introduced on the south side of Lindley Moor Road to Plot A, and along the west side of Crosland Road on the frontage of Plots B and C.

Proposed Initiatives

- The TPC will promote the benefits of walking in relation to general health and well-being and will promote walking to work for staff who have been identified as living within close proximity of the site.
- The Travel Plan Coordinator will review on an annual basis the level of staff walking to work and encourage the attractiveness of this activity.
- The Travel Plan Coordinator will advise members of staff that information regarding walking is available from various websites such as The Walking for Health website http://www.walk4life.info/. Employees will also be made aware of the nationwide on-line walk buddy scheme that is available at www.walkbudi.com and is free to register.

7.9 Cycling

7.9.1 In relation to Plot B; cycling distances from local residential centres within 5km, along with the corresponding cycle time based on 12 km per hour are as follows. A 5km radius of possible destinations can be found on **Figure 4 (Appendix A)** at the rear of this report. It is recognised that cycle routes will not follow the simple radius of this plan but it provides an indication of the general area which may be accessed by cycle.

7.9.2 A list of nearby destinations within 5km, along with the corresponding cycle time based on 12 km per hour is summarised below:

Origin/Destination	Distance	Time
Lindley	1.8km	9 minutes

Greetland	3.6km	18 minutes
Elland	4.3km	21 ½ minutes
Golcar	3.3km	16 ½ minutes
Stainland	4.4km	22 minutes
Huddersfield	4.3km	21 ½ minutes

7.9.3 With respect to the above it is noted that the surrounding topography can be less than accommodating for cycle use. Employees wishing to cycle to work will be advised of the available routes and the type of topography expected.

7.9.4 Cycle lanes are present within the wider area, the nearest being located along New Hey Road to the south west of the site.

7.9.5 Secure cycle parking will be provided adjacent to the proposed building and will be available from first occupation. Shower and changing facilities will also be provided in the proposed unit to cater for the requirements of employees and will be available from first occupation.

7.9.6 Information for cyclists including the location of cycle shops and those that may offer discount on cycles and repairs/maintenance will be displayed in the communal/staff areas of the development.

7.9.7 A cycling and walking map of the local area centred on the development will be prepared and made available for staff. This map will identify recommended routes, show links to the public rights of way network and where walking and cycling facilities are located in the area.

Proposed initiatives

- Secure cycle parking facilities (12 spaces) will be provided within the grounds of the plot B and shower facilities will be provided in the amenities area.

- Staff cycle use will be monitored and reviewed on an annual basis, and further initiatives will be considered to encourage cycling if the travel surveys show this is appropriate.
- The establishment of a bicycle user group together with a cycle buddy scheme will be encouraged.
- Information for cyclists including details of routes, cycle training and details of cycle facilities will be provided by the TPC and displayed on staff noticeboards. Further information for cyclists and adult cycle training programme details are available at www.wygocycling.com for the West Yorkshire region. Further information on cycling can be found at the following websites:
  www.sustrans.org.uk,

7.9.8 In addition to the above, a free app can also be downloaded for use with all iPhones, iPod Touch and iPads and is entitled 'The Complete National Cycle Network'. The app provides detailed mapping and route locations and operates in conjunction with the handsets GPS locator. Residents with access to any of the aforementioned devices will be informed that this software is available for free download.

7.9.9 The Company Travel Plan Co-ordinator will investigate the possibility of cycle training for staff. Information regarding cycle training is available at http://www.cycletraining.co.uk/ . Further information for cyclists and adult cycle training programme details are available at www.wygocycling.com for the West Yorkshire region.

7.9.10 The Company TPC will also investigate a tax exempt cycle loan scheme for employees and pass all relevant information staff and will actively promote the scheme within their individual unit. Information on this is contained at https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance. There are businesses that can deliver such a scheme and these include:

- http://www.cycle2work.info/
- www.booost.uk.com

7.10 Motor Cycling and Mopeds

7.10.1 There are several benefits that may be derived from the use of this form of travel. Motor cycles by their very size create less congestion and are more likely to have less environmental impact than a single occupancy vehicle.

7.10.2 In addition the physical size of on-site parking requirements for motor cycle and mopeds is less so releasing more space for operational use. Motorcycle parking bays will be provided near to the entrance of each unit.

7.10.3 Concern is often raised over the safety of these vehicles and it is therefore important that any promotion of this form of travel includes the need to inform prospective riders of their obligations to proper training by a recognised training organisation or trainer before use of the vehicle.

7.11 Car Sharing/ Pool Cars

7.11.1 The site is highly accessible to the local and wider highway network and the initial Staff Travel Survey will identify the numbers of staff travelling to work in a car driven by another employee. It may be that subject to survey and analysis this figure can be increased with consequent benefits for the environment.

7.11.2 The Company TPC will provide incentives for car sharing by employees with the intention of achieving annual increases in this activity. A central register/database of “car sharers” will be maintained for the unit and employees will be invited to join. The Company TPC will ensure each occupied unit is aware of the ‘car share’ database and initiatives to promote and sustain membership will be discussed during the bi-annual meeting as detailed in Section 5.3 of this report.

7.11.3 A list of possible destinations for shared trips shall be made available and shall be kept regularly updated. Preferential car parking spaces should be given to staff that

are regular car sharers and in the case of the nominated driver becoming unavailable for some reason an agreed procedure for an individual to get home will be put in place. A minimum of one car parking space located adjacent to unit entrance will be allocated to car sharers. The number of further spaces allocated will be based on the staff travel surveys and will be increased as required.

7.11.4 The Company TPC will manage the car share scheme who will be aware of weekly work patterns if appropriate to assess potential car share opportunities. The Company TPC will liaise with staff and supply the available car share opportunities. Numbers of those participating will be monitored as part of the annual review.

7.11.1 Existing Car Share schemes will be promoted to further encourage car sharing. Further detail can be found at www.carshare.com and www.wycarshare.com

7.11.2 The Company TPC will contact local taxi firms who may provide reduced rates and fares for guaranteed business. If this is linked to a list of potential "taxi sharers" this again will maximise the occupancy of the taxi whilst minimising the cost to each individual.

7.12 Car Parking Provision

7.12.1 Car parking is shown on the proposed layout for plot B and includes for 53 spaces.

7.13 Reducing the need to travel to work and related to work

7.13.1 It may be possible for Companies to encourage, if appropriate, some degree of "home working "which if only on a regular single day of the week could produce a 20% reduction in car use for an individual worker.

7.13.2 In relation to Company travel, initiatives such as the co-ordination of meetings and the use of video conferencing can assist. In addition where staff have been encouraged to use alternative transport the availability of a pool car for business travel, particularly if the selected vehicle is environmentally friendly, for example a "Smart Car", may also assist.

7.13.3 Visitors would also be encouraged to make their way to the site by alternative transport and all correspondence or internet websites should include details of the bus and rail facilities that are currently available. Companies may wish to set “good examples” of this practice by encouraging their own staff to utilise public transport as much as possible in their own business journeys.

8 Other Measures

8.1 In addition to the travel measures outlined already, the following other initiatives shall be considered by the Travel Plan Coordinator:

- The advantages of powered two wheelers will be highlighted to staff, with secure parking facilities being made available if their use is identified from the results of the travel survey.
- Introduction of an overall car park management strategy to pull together various parking matters (e.g. preferential parking for car sharers, dedicated parking for powered two wheelers, cycle parking, etc).
- An assessment of business travel to meetings, with the promotion of video and teleconferencing, on-site facilities, flexible working, etc.
- When practicable and appropriate to do so, the occupant will consider recruiting staff from the local community and thus encourage their employees to walk or cycle to work.
- A parking space for electric vehicle charging infrastructure has been identified.
- The TPC will consider mechanisms for discouraging high emission vehicle use and encouraging the uptake of low emission fuels and technologies.
- Designation of parking spaces for users of low emission vehicles.
- Encourage suppliers using commercial vehicles to access the site to comply with current or the most recent European Emission standards, to be progressively maintained for the lifetime of the development.
- Company fleet operations should include a strategy for considering and reducing emissions, including possibilities for the take-up of low emission fuels and technologies. Given the nature of MAC'S Trucks business a large proportion of the vehicles are to the latest Euro 6 standards. The company has two company cars.
- Encourage staff in the take-up of low emission vehicle technologies and fuels where there are local and governmental incentives available.
- Discuss with staff procedures for the provision of a guaranteed ride home scheme in emergency situations for car sharers, walkers and cyclists.

8.2 It is considered that the site has access by both “active transport” to local residential areas, facilities and to public passenger transport arrangements, which accords with the Council’s emerging Planning and Development Control policy in respect of the Low Emission strategy. As such staff and visitors to the development will have a choice of sustainable travel options including the use of low emission vehicles with the provision of on-site infrastructure.

9 Enforcement and Monitoring

9.1 In relation to the implementation of the Travel Plan process; the occupier of plot B who will also be purchasing the plot, is obliged to comply with all planning legislation in their use of the premises.

9.2 With respect to timescale the targets contained within this Travel Plan have been set for a 5 year period. The targets specified within this Travel Plan will be actively encouraged from the occupation of the plot B.

9.3 The formal monitoring period with reporting to the Steering Group, Highways Agency and the Local Planning Authority will start at first full occupation. After the first 5 year period of formal monitoring the Company Travel Plan will be revised to incorporate the latest site conditions and establish new targets in consultation with the Steering Group, Local Planning Authority (Kirklees Council) and the Highways Agency notwithstanding it being reviewed and updated annually. Monitoring will continue annually for the lifetime of occupation of the plot.

9.4 As previously stated the Company Travel Plan shall be monitored and reviewed on an annual basis after its initial implementation. Each annual review shall include a resurvey of staff travel patterns and a meeting with the Steering Group to discuss the results and shape appropriate measures and initiatives.

9.5 The annual survey of staff travel shall include details of the monitoring process undertaken and an indication of any aspects of the Company's operation that have had an influence, either positive or negative, on the travel patterns of its staff and visitors. This report should also contain reference to any outside influence, such as changes in where employees reside or changes to bus services. Both of these are matters outside of the Company's control but yet have a significant impact on the success of meeting travel plan targets. In this regard the annual monitoring of the plan will assist in determining reasonable and appropriate targets for modal change in the coming year.

9.6 It should be noted that joining the West Yorkshire Travel Plan network requires participation in the annual travel to work survey which usually takes place around March.

9.7 Target Enforcement Measures

9.7.1 As previously specified the Travel Plan targets will be monitored on an annual basis from initial occupation. The targets detailed in Table 5.3.1 will be used to assess the success of the implemented measures and these will also be subject to discussions with the Steering Group.

9.7.2 If targets are not being met then appropriate mitigation will be discussed and agreed with occupiers, the Steering Group, the Local Planning Authority (Kirklees Council) and the Highways Agency. This will be included in an Action Plan and progress will be monitored and reviewed in the annual surveys and traffic flow surveys in the following years.

9.7.3 From the results of the feedback, areas that require different initiatives or incentives will be investigated and implemented on a trial basis for perhaps 6 months. At the end of this period a resurvey will be undertaken to assess the success of the new initiatives. Should the measures be successful then no further action will be taken and the newly implemented measures will remain enforced until the next annual review.

9.7.4 Should the measures be unsuccessful in achieving the specified targets then other measures will be discussed and agreed between the Company TPC and the Steering Group.

9.8 Action Plan

9.8.1 An initial Action Plan has been prepared which is contained at **Appendix E**. The Action Plan will be updated and agreed with the Local Planning Authority (Kirklees Council) and the Highways Agency at the time of each review of the Travel Plan and will be subject to consultation with the Steering Group prior to submission. The

Action Plan will contain an annual program of measures designed to help achieve the Travel Plan targets on travel mode share. It will clearly set out the tasks involved, the person(s) responsible, and dates by which the measures will be achieved over the next 12 months. The Travel Plan will be reviewed annually and an Action Plan will be submitted to the Steering Group, Highways Agency and to the Local Planning Authority within 1 month of undertaking each review.

9.8.2 The Company Travel Plan Co-ordinator will measure the Travel Plan performance against the targets and will meet annually with the Steering Group to consider the annual Action Plans for the unit, to consider and agree any changes necessary.

9.9 Marketing and Communication Strategy

9.9.1 All staff will be made aware of both the opportunities that will be available for alternative sustainable travel and of the likely measures to be included within this Travel Plan.

9.9.2 A “mail shot” will be produced by the Company TPC at the time of each review which will include the latest information on bus, rail, walking, cycling, car sharing arrangements and staff will be encouraged to make this information available to their visitors.

9.9.3 The Company TPC contact information including a telephone number and email address will be displayed within communal staff areas.

9.9.4 If possible, travel plan information will be included within the company literature and website. The Company TPC will be available to assist with personalised travel planning with each employee on request.

10 Conclusions

10.1 This Travel Plan sets out a series of measures which it is believed will encourage changes in the travel patterns of staff and visitors to the Plot B Employment Unit from use of the single occupancy private vehicle to more sustainable forms of transport.

10.2 The Travel Plan includes reference to compliance and enforcement of Travel Plans and to the required annual monitoring, review and reporting over the initial five year life of the plans and membership of the Steering Group.

10.3 It is considered that these measures will help to reduce the reliance on the private car particularly single-person trips in the peak hours. In turn the numbers of trips by other modes of transport should increase thereby contributing to an improvement of the environment.

10.4 The occupier is committed to encouraging positive changes to the modes of transport used in connection with the Employment Unit and believes that these measures will help the viability and attractiveness of the overall development to the benefit of all occupiers.

APPENDIX A

Figure 1 - Site Location Plan

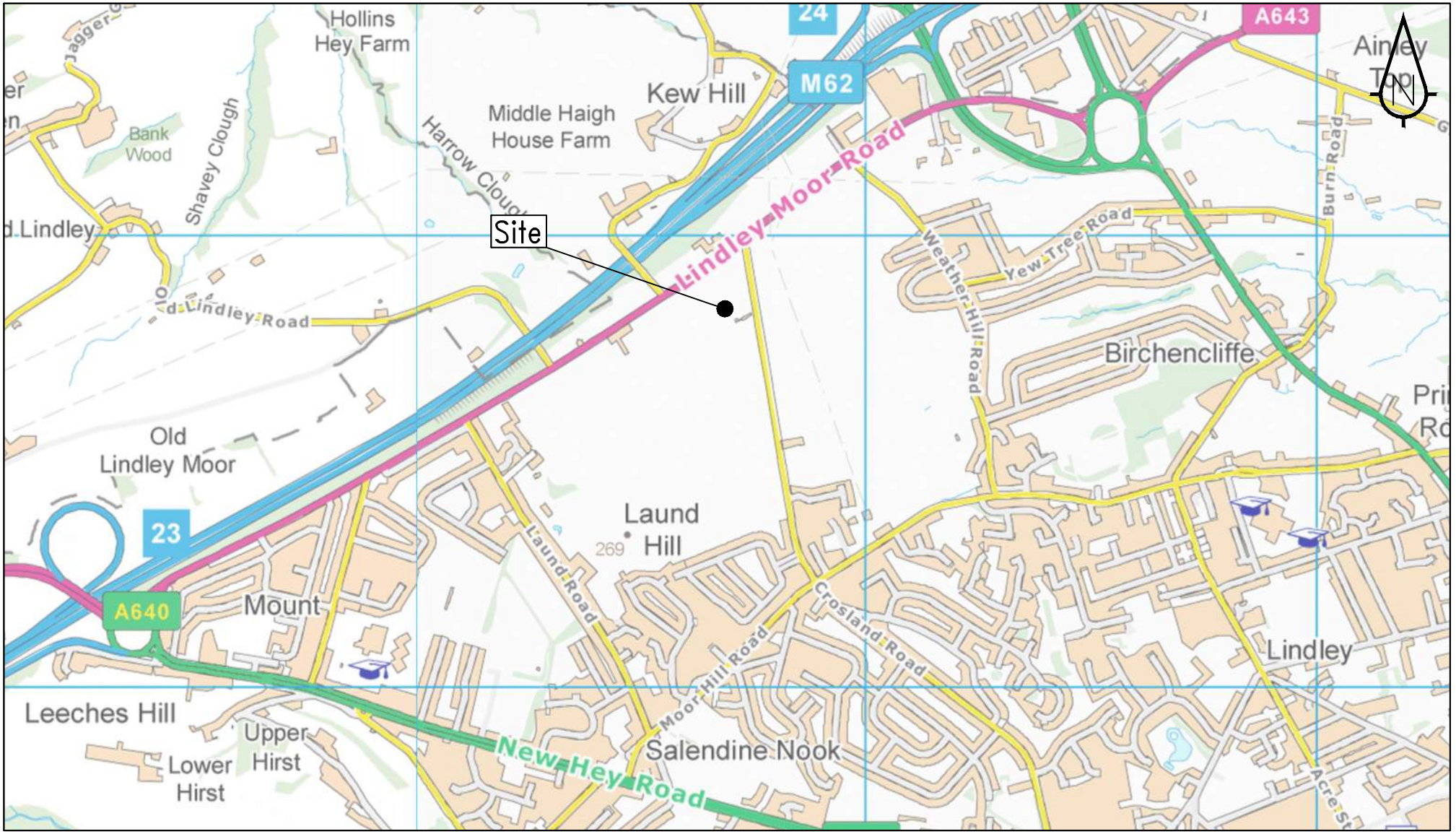
Figure 2 – Wider Highway Network

Figure 3 – 800m & 2km Walking Radii

Figure 4 – 5km Cycling Radii

Figure 5 – Bus Stop Locations

Figure 6 - Huddersfield Railway and Bus Stations



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Proposed Development (Plot B)
Crosland Road, Lindley,
Huddersfield

Site Location Plan

Drawn	Scale	
BL	NTS	QIM S ISO 9001 REGISTERED FIRM
Checked	Date	
DJC	August 2016	
Approved	Drawing Number	Size
DJC	Figure 1	A4

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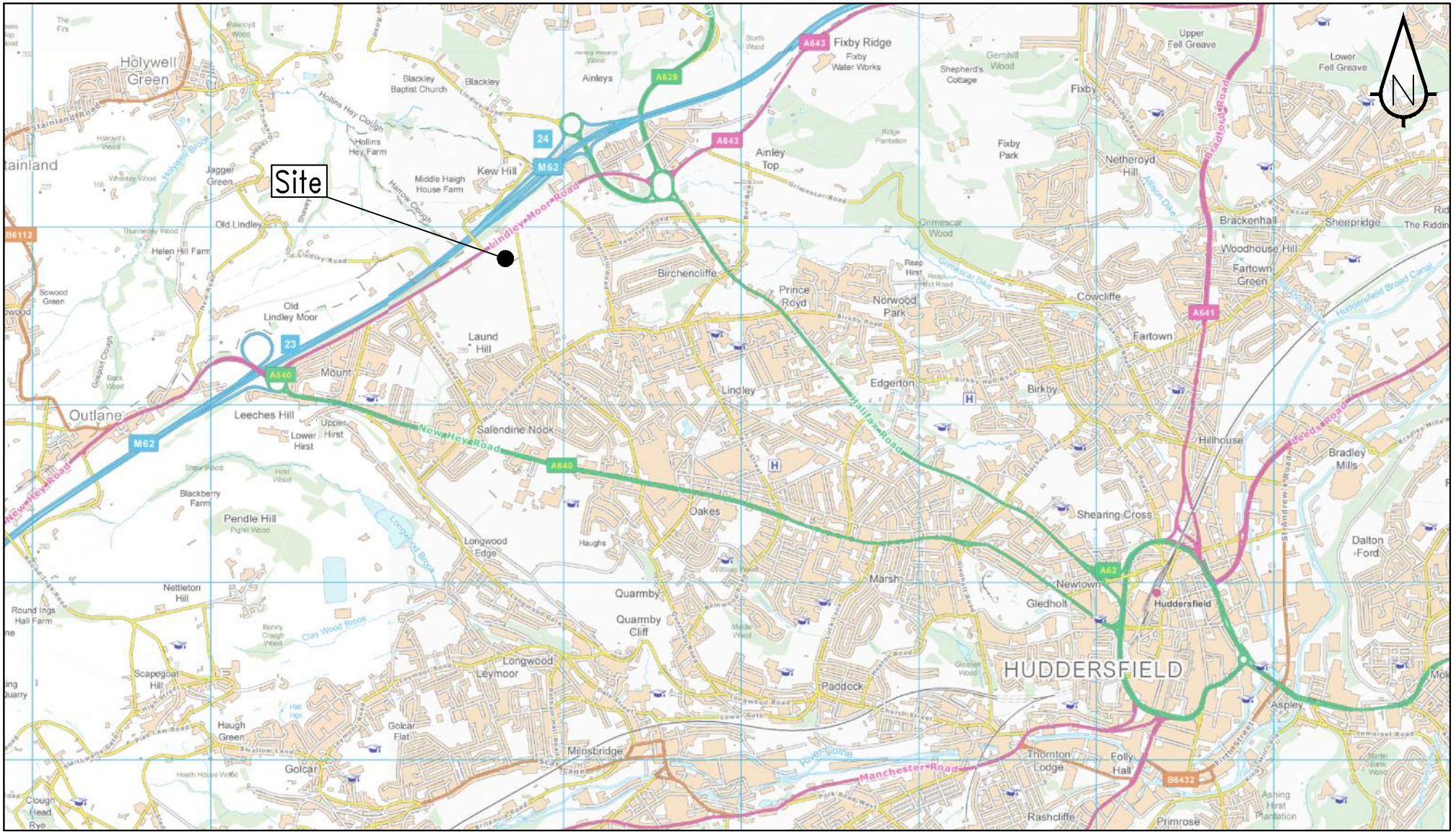

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Proposed Development (Plot B) Crosland Road, Lindley, Huddersfield

Wider Highway Network

Drawn BL	Scale NTS	QIM S ISO 9001 REGISTERED FIRM
Checked DJC	Date August 2016	
Approved DJC	Drawing Number Figure 2	Size A4

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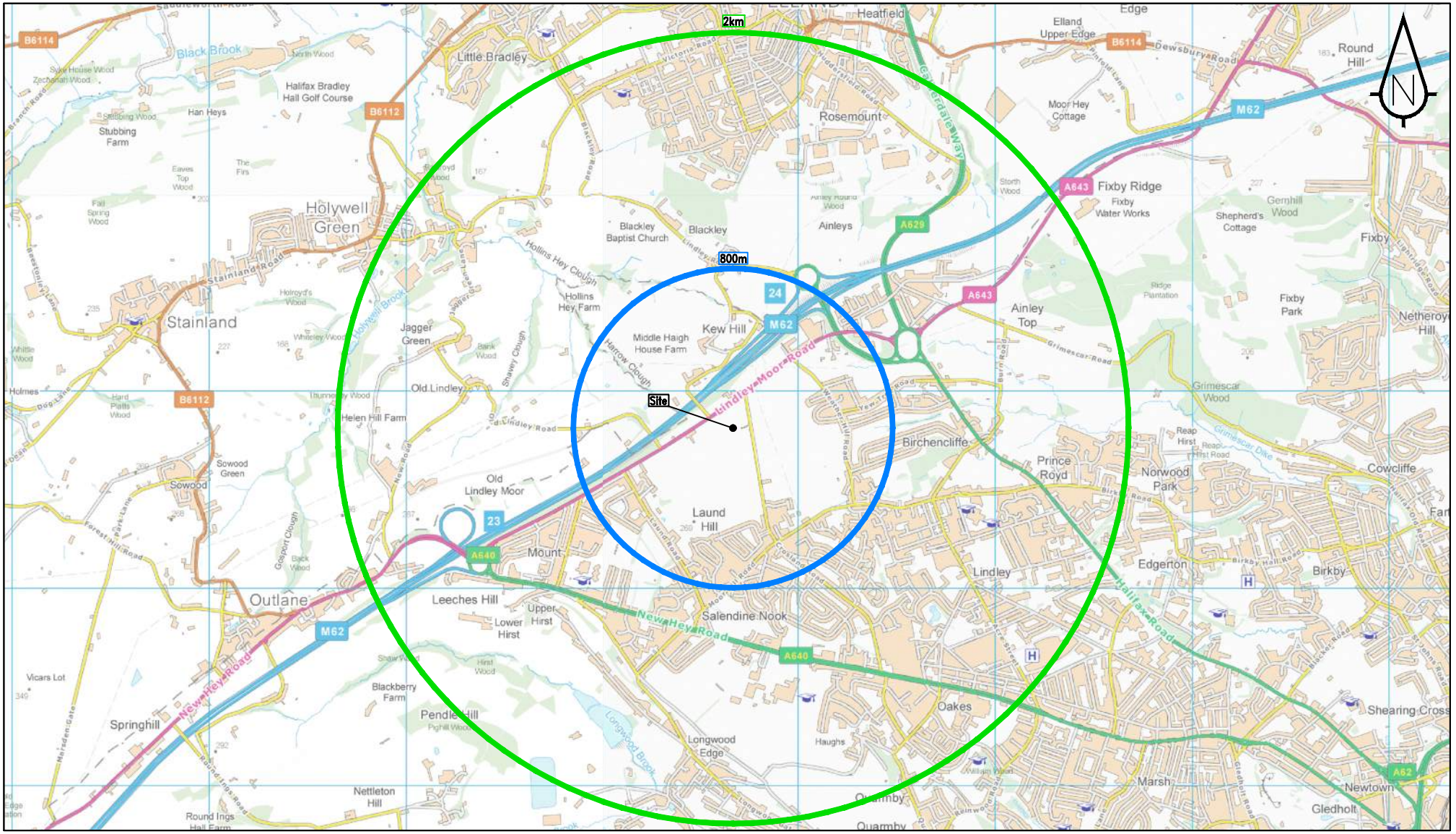

sanderson associates (consulting engineers) ltd Highways | Traffic | Transportation | Water T 01924 844080 mail@sandersonassociates.co.uk F 01924 844081 www.sandersonassociates.co.uk	Proposed Development (Plot B) Crosland Road, Lindley, Huddersfield	800m and 2km Indicative Walking Radii	Drawn BL	Scale NTS	QIM S ISO 9001 REGISTERED FIRM
			Checked DJC	Date August 2016	
			Approved DJC	Drawing Number Figure 3	Size A4

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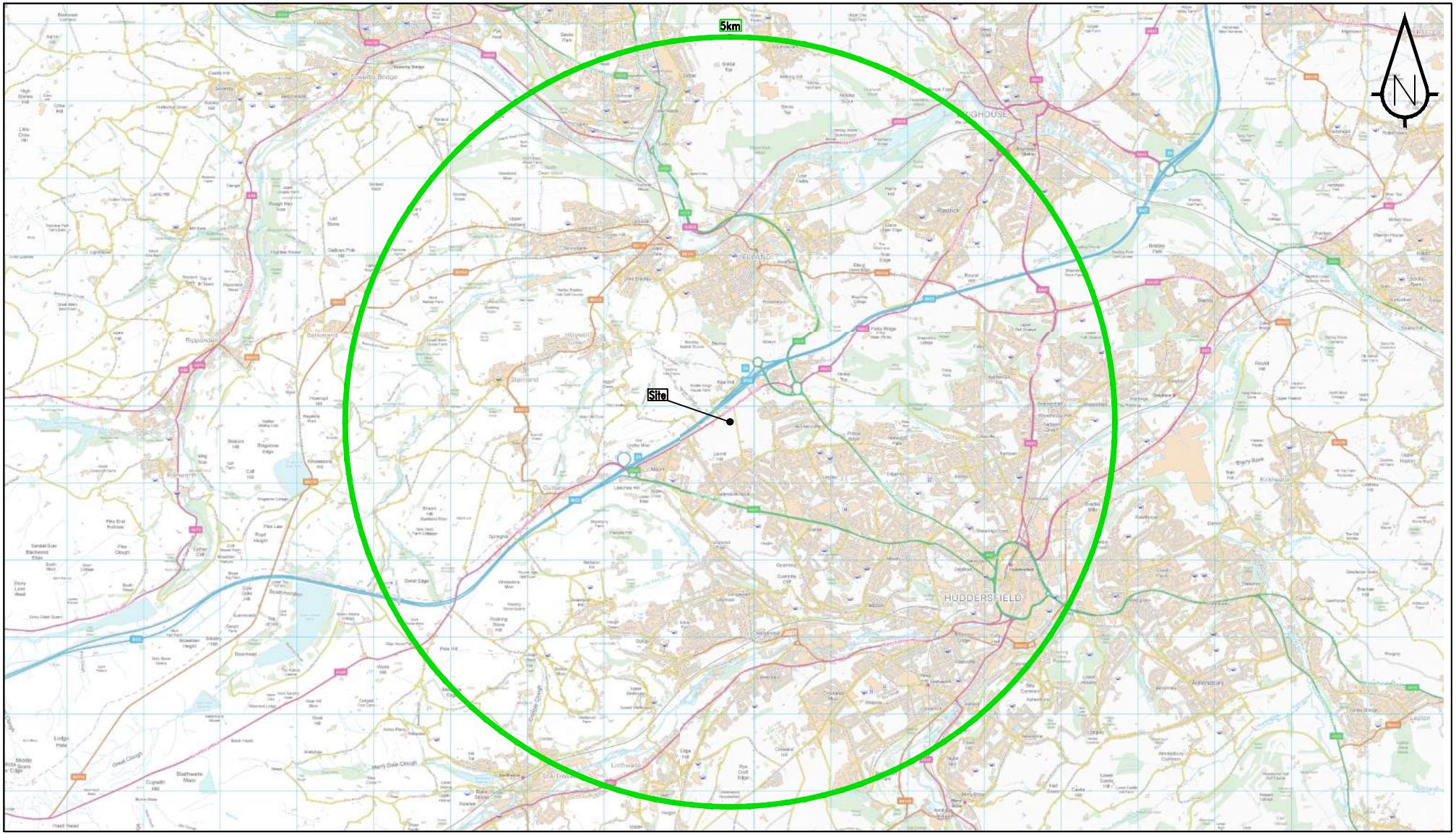

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Proposed Development (Plot B) Crosland Road, Lindley, Huddersfield

5km Indicative Cycling Radius

Drawn: BL	Scale: NTS	QIM S ISO 9001 REGISTERED FIRM
Checked: DJC	Date: August 2016	
Approved: DJC	Drawing Number: Figure 4	Size: A4

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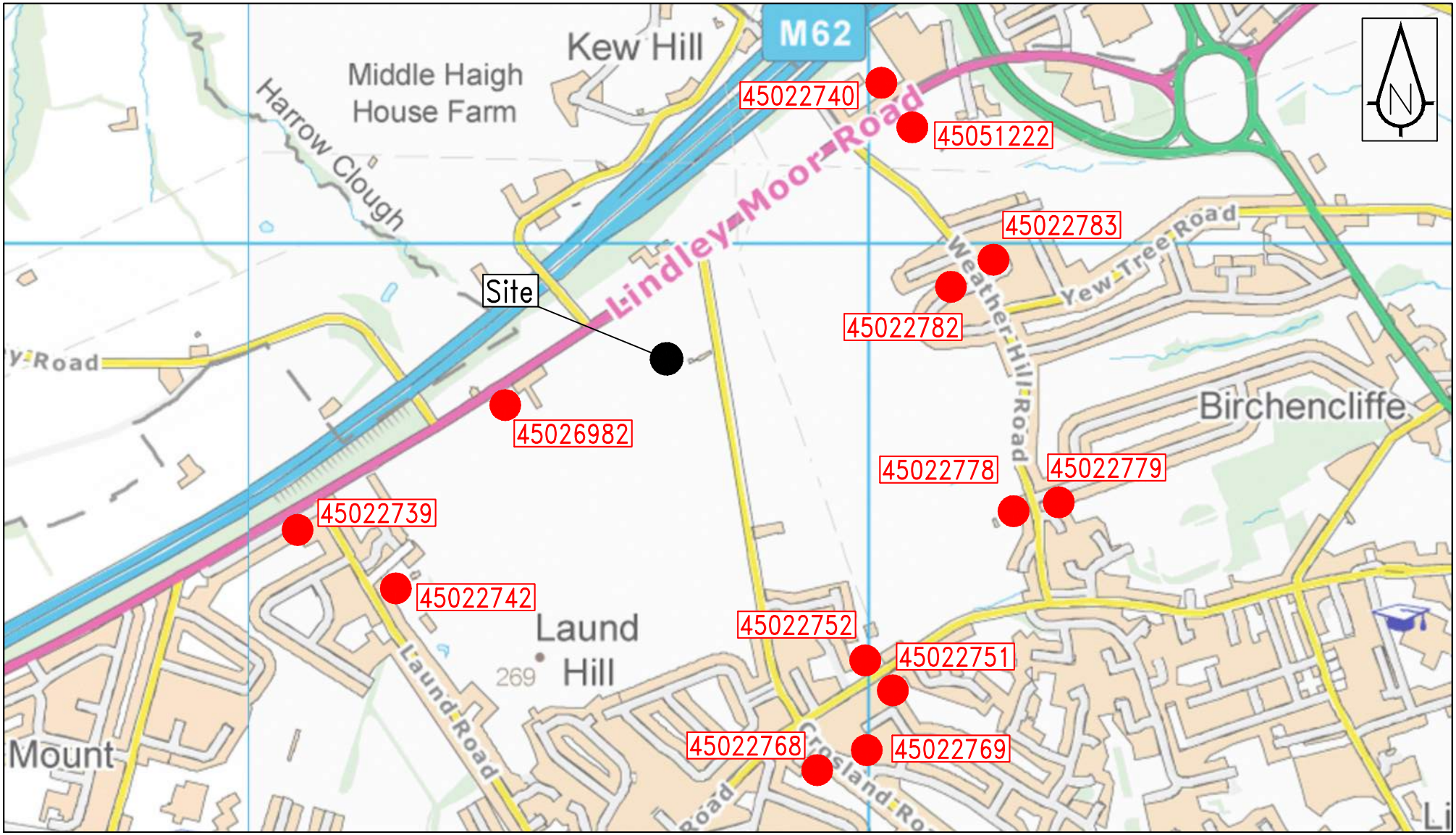

sanderson associates (consulting engineers) ltd Highways | Traffic | Transportation | Water T 01924 844080 mail@sandersonassociates.co.uk F 01924 844081 www.sandersonassociates.co.uk	Proposed Development (Plot B) Crosland Road, Lindley, Huddersfield	Bus Stop Locations	Drawn BL	Scale NTS
			Checked DJC	Date August 2016
			Approved DJC	Drawing Number Figure 5 / Size A4

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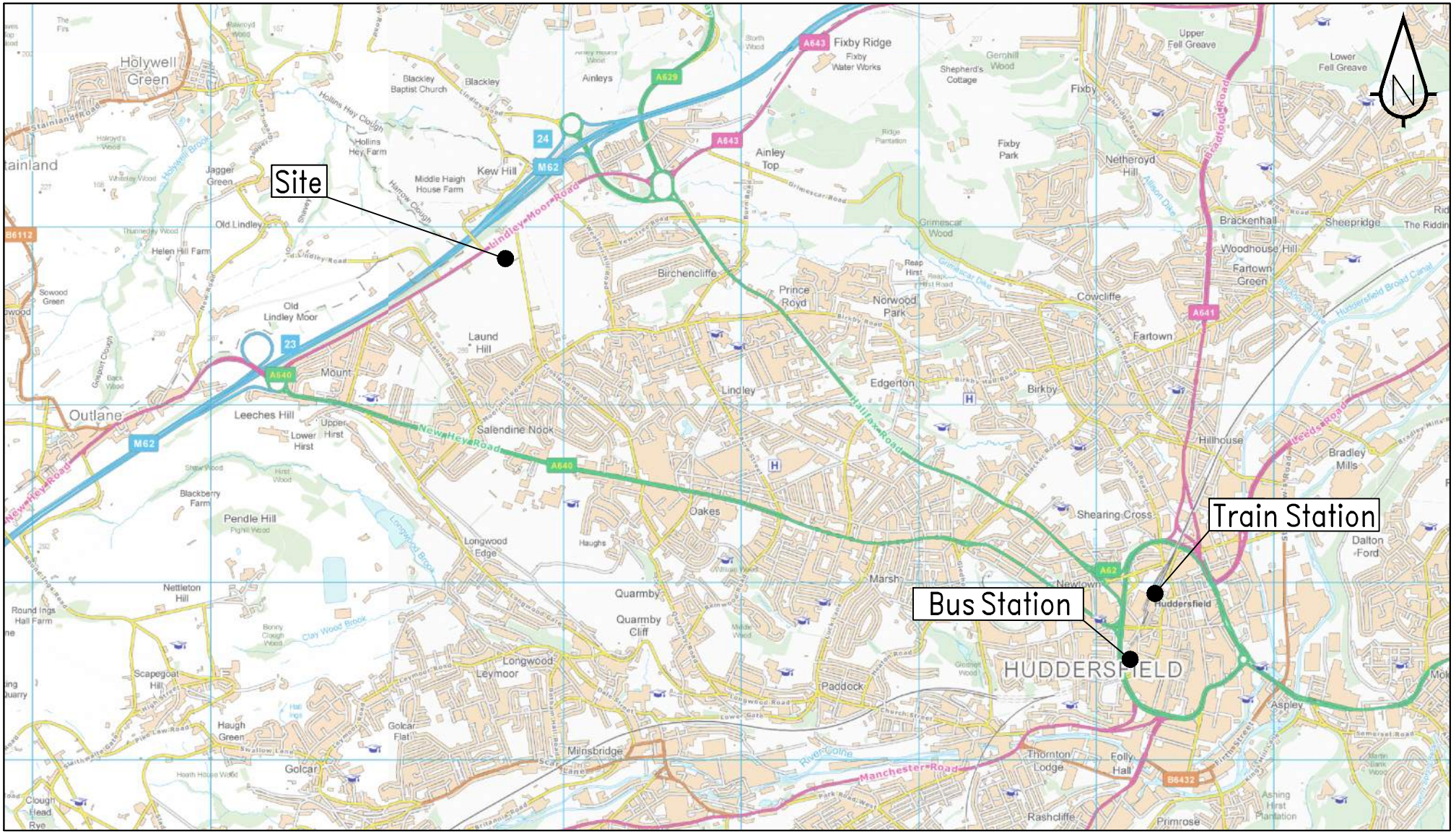

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Proposed Development (Plot B)
Crosland Road, Lindley,
Huddersfield

Location of Huddersfield
Bus and Rail Stations

Drawn	Scale	QIM S ISO 9001 REGISTERED FIRM
BL	NTS	
Checked	Date	
DJC	August 2016	
Approved	Drawing Number	Size
DJC	Figure 6	A4

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APPENDIX B

Architects Site Plan

REVISIONS

PLOT B

Lindley Moor Road

Croslands Road

The Bungalow

Area of Archaeological geophysical survey Roman road, with temporary Archaeological protective fencing by others.

Site boundary indicated red.

Triangular stone, with temporary Archaeological protective fencing by others.

Hilgh Cross monument (Listed), with temporary Archaeological protective fencing by others.

See separate Landscaping drawings by others.

Sloping embankment.

MacAdam surface to building perimeter footpath.

Anti-intruder mesh fencing 2.4m high.

Electric operated site access gate.

Approx. building FFL 251.500

Building entrance.

53 car parking spaces incl. 3 disabled.

MacAdam surface access road & carpark.

See separate Landscaping drawings by others.

Industrial Unit D

See separate Landscaping drawings by others.

See separate yard & building lighting drawings by others.

Concrete surface service yard - surface water drainage by others.

Anti-intruder mesh fencing 2.4m high.

Site boundary indicated red.

Public footpath & cycleway

Note: This is a colour drawing, in order to ensure any subsequent reproduction is viewed correctly it is to be re-printed in full colour

0 5 10 15 20 30 40 50 60

For Planning

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PROJECT
LINDLEY MOOR - PLOT B
HUDDERSFIELD

TITLE
SITE PLAN

SCALE
1:500 @ A1

DATE
05/08/16

DRAWN
AF

REVIEWED
JB

DRAWING NO
2016-120/051

REVISION
-

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APPENDIX C

Sample Travel Information Pack

Sustainable Travel Information Pack
Mixed Use Development (Plot B), Lindley Moor Road / Crosland Road Lindley, Huddersfield

All Staff and Visitors of the development are encouraged to use sustainable modes of travel to and from the development. This document has been produced to inform all staff and visitors of the local facilities surrounding the site.

Bus facilities

Bus stops can be found within the vicinity of the development. The available stops are identified on the plan attached to this travel Information Pack and summarised below:

Bus stop location: Crosland Road Bus stop reference: 45022768 Direction of travel: Northbound Bus stop facilities: Bus Stop, Timetable Information Services running to: Huddersfield and Outlane Available services: 377, 378	Bus stop location: Crosland Road Bus stop reference: 45022769 Direction of travel: Southtbound Bus stop facilities: Bus Shelter, Time Table Information Services running to: Huddersfield and Outlane Available services: 377, 378
Bus stop location: Cowrakes Road Bus stop reference: 45022752 Direction of travel: Eastbound Bus stop facilities: Bus Shelter, Timetable Information Services running to: Huddersfield, Lindley Available services: 370, 371	Bus stop location: Cowrakes Road Bus stop reference: 45022751 Direction of travel: Westbound Bus stop facilities: Bus Shelter, Timetable Information Services running to: Huddersfield, Lindley Available services: 370, 371
Bus stop location: Lindley Moor Road Bus stop reference: 45026982 Direction of travel: Eastbound Bus stop facilities: Unmarked Services running to: Huddersfield Available services: E5	Bus stop location: Weatherhill Road Bus stop reference: 45022779 Direction of travel: Southbound Bus stop facilities: Bus Pole, Timetable Information Services running to: Huddersfield Available services: 343, 501

Timetable information can be found at www.wymetro.com and a Journey Planner can be found at www.yorkshiretravel.net/default.jsp.

Staff and Visitors are also encouraged to utilise the Yournextbus service which provides real-time information on bus services throughout the day. Further information can be found at www.wymetro.com.

Travel information by telephone can be obtained from **MetroLine on** 0113 245 7676 (7am-10pm, seven days a week, except Christmas Day, Boxing Day and New Year's Day).

A corporate Metro discount card can be applied for through the Company Travel Plan. The card provides users with 15% discount and employees wishing to obtain the discount should contact their Travel Plan representative.

Rail facilities

Huddersfield railway station is located approximately 5.4km from the development and is situated on the Huddersfield, Caldervale and Penistone Line. Services operate hourly to most destinations with more regular services to Leeds. Further details of frequencies and services can be found at www.wymetro.com.

Cycle facilities

Cycling is a healthy and sustainable mode of travel, information on cycling and cycle training is available from

- www.sustrans.org.uk
- www.cycletransport-westyorks.co.uk
- http://www.kirklees.gov.uk/transport/cyclelanes.shtml
- http://www.wygocycling.com/

Details on where to obtain copies of cycle maps can be found on the above website.

Cycle journey planning is available at www.transportdirect.info

Walking facilities

There are safe and well lit pedestrian footways located within the curtilage of the site. Further footway provision can be found along Crosland Road which links with the residential areas to the south of the site.

For further information please contact the Company Travel Plan Coordinator _____ on _____or email _____

APPENDIX D

Sample Staff Travel Survey Questionnaire

Staff Travel Questionnaire

We are committing to produce a Travel Plan. A Travel Plan is an evolving document which seeks to challenge the way in which we all travel to work and aims to encourage alternative modes of transport to single car occupancy journeys. This benefits the employee with health improvements and petrol cost savings – the organisation: with a reduced demand for car parking spaces and the associated costs and the environment in reduced air pollution and reduced traffic congestion.

Your answers and the findings of our survey will provide us with an accurate basis on which to proceed towards our aims and also gives you the opportunity to make any comments that you feel are important in relation to the way you choose to travel to work.

Minimum personal information is required and confidentiality will be maintained.

Travel Survey

1. What is your home postcode?

……

2. What town or village do you live in?

…….

3. What is your usual place of work?

……..

4. How far do you travel to work?

O up to 1 mile
O over 1 mile and up to 2 miles
O over 2 miles and up to 5 miles
O over 5 miles and up to 10 miles
O over 10 miles and up to 20 miles
O over 20 miles

5. Over a seven day period what are your normal shift times?

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Start Time							
Finish Time							

6. Is your work

O part time O full time?

O if part time, please specify how many days per week you work

……

7. Do you have any mobility difficulties which affects your transport choice?

O Yes O No

8. How did you travel to work in the last 7 days? If your journey used more than one mode of transport, please show just the main part of the journey.

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Bus							
Bicycle							
Car, as driver, on your own							
Car, as driver, with other (s)							
Car, as passenger							
Foot							
Motorbike							
Train							
Home Working							
Taxi							

9. How do you travel to work if your normal form of transport is not available?

O Bus O Bicycle O Car, as driver, on your own
O Car as driver with other (S) O Car as passenger
O Foot O Motorbike O Train
O Other – please specify …….

10. If you drive to work on your own, would you be willing to try more environmentally-friendly options such as walking, cycling or public transport some of the time?

O yes O No

11. If you drive to work on your own, would you be willing to car share some of the time?

O As a driver O As a passenger

12. Are there any particular barriers which make it difficult for you to use these more environmentally-friendly options? What are they?

……..

13. If you are travelling directly between your home and work, how easy or difficult do you think it is to travel by the following means?

	Very Easy	Quite Easy	Quite Difficult	Very Difficult	Not Possible
Walking					
Bike					
Bus					
Train					
Car Share					

14. Which of the following would encourage you to walk or cycle to work? Please tick no more than three.

O Cycle loan scheme
O Drying rooms and lockers at work
O Showers and changing rooms
O Secure bike parking
O A course to practice cycling and gain confidence in safe environment
O Another cyclist to show you a good cycling route to work
O Construction of dedicated cycle tracks – if so, please specify location
O Creation of new site entrance to make your route more convenient – if so, please specify location
O Other – please specify ……..

15. Which of the following changes would most encourage you to use public transport to or from work? Please tick no more than three

O Better quality bus waiting facilities
O Readily available up to date bus and train timetables
O Reduced cost staff pass on public transport
O Existing public transport services re-timed to better fit your work hours – if so, please specify bus or train service……..
O Additional bus route – if so, please specify location
O Other – please specify ……..

16. Which of the following changes would most encourage you to car share to and from work?

O A car share database to help you find a partner with similar work patterns
O Reserved car parking in a prime spot for car sharers
O Others – please specify ……

17. If you drive to work, where do you usually park?

O At worksite O Free parking in nearby street
O Paid parking in nearby street O Paid parking in commercial car park

18. Do you have any other comments?

……

APPENDIX E

Action Plan / End User Checklist

END USER ACTION PLAN AND CHECKLIST

	To Be Implemented By		Checklist	
Action Plan	**SWTPC**	**Company TPC**	**Yes**	**No**
• Site Wide Travel Plan Co-ordinator appointed prior to first occupation.	n/a	n/a		
• Travel Plan measures delivered during marketing:				
○ Obtain leaflets / posters from Metro and Kirklees Council and other sustainable travel information (Prior to occupation).	Yes	-		
○ Future occupiers aware of the Travel Plan initiatives and how they can access the site sustainably (Prior to occupation).	Yes	-		
○ Car Sharing procedures investigated and given consideration (prior to occupation).	Yes	-		
○ Provide up to date Travel Information Pack to each business occupier prior to occupation.	Yes	-		
• Staff/Visitor Questionnaire agreed with Kirklees Council (Prior to occupation).	Yes	-		
• Staff / Visitor Questionnaire distributed to business occupiers within 3 months of initial occupation for completion.	-	Yes		
• Results compiled and distributed to Kirklees Council / Highway Agency (within 6 months of initial occupation)	Yes	-		

END USER ACTION PLAN AND CHECKLIST

	To be implemented		Checklist	
	SWTPC	**Company TPC**	**Yes**	**No**
• Begin implementing the Travel Plan (prior to Occupation).	Yes	Yes		
• Circulate Travel Information Pack to employees prior to occupation.	-	Yes		
• Annual review (every 12 months after initial surveys and uploaded onto I-TRACE within 1 month of review date).	Yes	Yes		
○ Resurvey employees and Visitors annually – in March.	Yes	Yes		
○ Compile results and upload to I-TRACE.	Yes	Yes		
Travel Plan Measures				
Car Sharing				
• Employee car sharing list/data base produced (within 3 months of initial occupation).	Yes	Yes		
• Preferential parking spaces for car sharers in car park implemented (from initial occupation).	Yes	Yes		
Cycle Space Facilities				
• Provision for convenient parking located close to the building entrance (from initial occupation).		Yes		
• Cycle route maps displayed on staff/visitor notice board (from initial occupation) - information provided by SWTPC to Company TPC.	-	Yes		
• Bicycle suppliers, discounts available, maintenance and servicing details displayed (within 3 months of initial occupation) information provided by SWTPC.	-	Yes		

END USER ACTION PLAN AND CHECKLIST

	To be implemented		Checklist	
	SWTPC	**Company TPC**	**Yes**	**No**
Motorcycle Parking Facilities				
• Provision for convenient parking located close to the bulding entrance (from initial occupation).	-	Yes		
Public Transport Facilities				
• Provide details of any discounts and display on the staff/ notice boards (from initial occupation) - information provided by SWTPC.	-	Yes		
• Bus timetables displayed on staff/visitor notice boards (from initial occupation) - information provided by SWTPC	-	Yes		
• Are you on West Yorkshire Metro mailing list for up to date public transport information? (within 3 months of initial occupation)		Yes		
• Are the bus tables regularly monitored? (At least quarterly from initial occupation)	Yes	Yes		
• Join West Yorkshire Travel Plan Network.	-	Yes		